



County Prosecutor Retention Schedule (PR)
Indiana Commission on Public Records – County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON
PUBLIC RECORDS:

August 20, 2014

DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS

SIGNATURE

Instructions:

1. Records listed on this schedule may be destroyed upon completion of a Notice of Destruction, State Form 44905 and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS, 402 West Washington Street W472, Indianapolis, IN 46204.
2. **Officials should first reference this office-specific retention schedule.** If the form/record series you're looking for is not listed, refer to the County/Local General Retention Schedule (GEN)
3. All records **not listed** on these approved schedules can be destroyed or transferred only by completing a Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS.
4. Destruction of all records must be delayed pursuant to an applicable legal hold.

GUIDELINES:

Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be deposited or transferred according to the retention period outlined for that record.

Security/original rolls of microfilm must be stored offsite in a secure location. Duplicate rolls may be used in office.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

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RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
PR 12-1	<p>DEPARTMENT OF CHILD SERVICES CASE HISTORIES</p> <p>Includes information on all Indiana child support cases (both Title IV-D and non Title IV-D) and any out of state child support cases where Indiana is involved. Supporting documents include state and/or federal forms, memos and correspondence. Disclosure of these records may be affected by 45 CFR 303.15. Retention based on 45 CFR 302.15</p>	DESTROY individual records three (3) calendar years after closure of the case, which happens when the noncustodial party's payment obligation has officially ended.